TS EAS

This meeting is being recorded!
And a TS EAS picture will be made!

Wednesday 7th of July

10.00 am PDT / 11.00 am MDT / 12.00 am/pm CDT / 1.00 pm EDT / 6.00pm BST / 7.00 pm CEST / 11.00pm AEST

Thank you!

TS-EAS membership

Some members are leaving

- Anila Anjeli
- Aaron Rubinstein
- Florence Clavaud -> RiC liaison
- Noah Huffman
- Joost van Koutrik
- Adrian Turner
- Caitlin Rizzo
- Sara Schliep (Early-Career member)
- Betts Coups (TS-EAS liasiason)

Some members are re-appointed

- Mark Custer
- Silke Jagodzinski
- Kerstin Arnold

Thank you for your service!

Liaison with Standards Committee

- Erik Sonnenberg

Liaison for our web pages

- Gerhard Müller, EAC webpage
- Glenn Gardner, EAD webpage

Liaison to other sections

- Betts Coups, EAS Section (until this August)
- Bo Doub, EAS Section (from September)
- Jane LaBarbara, Collection Management Section (until this August)
- Larissa Krayer, Collection Management Section (from September)

Thank you for your service!

Introduction of new members

Mark

Re-appointed members of TS-EAS

- Mark Custer
  - 2 year appointment
- Silke Jagodzinski
  - 1 year appointment
- Kerstin Arnold
  - 4 year appointment (EAD revision in mind)

Newest members of TS-EAS

- Ricardo Eito Brun
  - 3 year appointment
  - UNIVERSIDAD CARLOS III DE MADRID, Spain
- Andrew Janes
  - 2 year appointment
  - The National Archives, UK
- Ypapanti Kytta
  - 3 year appointment
  - Consultant, Cyprus
- Mpho Ngoepe
  - 3 year appointment
  - University of South Africa
- Venkat Srinivasan
  - 2 year appointment
  - Archives at National Centre for Biological Sciences, India

Newest members of TS-EAS

- Elizabeth Russey-Roke
  - 3 year appointment
  - Emory university
- Mary Samouelian
  - 3 year appointment
  - Baker Library Special Collections, Harvard Business School
- Lori Lindberg
  - 1 year appointment
  - Cummins Inc
- Marie Elia
  - 1 year appointment
  - University at Buffalo
- SAA member
  - 1 year appointment: Early-career member

The other members of TS-EAS

- Introduction round!

Introduction to our different systems to use

Mark and Karin

Introduction to TS-EAS

- Four committee-wide meetings per year
- Multiple subteams
  - https://github.com/SAA-SDT/TS-EAS-subteam-notes/wiki/Sub-Teams-and-Charges#current-standing-sub-teams
  - Annual reports and introductions up next!
- Multiple communication formats
  - Official TS-EAS listserv
  - Google Drive (for working documents)
  - GitHub (for meeting minutes, schemas, and committee documentation)
  - Slack (new channel for TS-EAS, should subteams want to use Slack)
- Check out the Handbook, particularly
  https://github.com/SAA-SDT/TS-EAS-subteam-notes/wiki/Meeting-Policies-and-Procedures

Next steps: make sure we have your **preferred email address** and **GitHub user account name**. If you do not use GitHub, you can create a free personal account by going here: https://github.com/join

Web and email list statistics

- More than 22,000 different visitors to the EAD webpages
- <row> in EAD 2002 a top element
- Almost equal visits to EAD3 and EAD 2002
- More in the full report! Tack Glenn!
- EAS (EAD/EAC-CPF) Listserv Statistics:
  - Current Active Membership (working email addresses) as of July 5, 2021: 1201
  - Member locations: 38 countries/regions (U.S., U.K., Canada, Germany, France, Australia, Netherlands, Switzerland, Spain, and Italy most represented, in rough order)
  - Messages posted July 2020 through June 2021: 57 messages on 47 topics (approximately 68,450 emails sent)

Team presentations

Teamleads

Silke: EAC-CPF

EAC-CPF subteam

- Encoded Archival Context - Corporate Bodies, Persons, Families

- cares about

  - schema (files)

  - documentation

- consists of

  - 7 members from US, Europe, Australia

EAC-CPF subteam

- meets

  - monthly

  - 1st Friday

  - virtually via Zoom

  - no extra meetings planned

EAC-CPF revision - What happened so far...

- August 2017 starting major revision of EAC-CPF 2010

- December 2019 minor update of EAC-CPF 2010

- March 2020 in person meeting in Berlin

- March 2021 EAC-CPF 2.0 draft with Call for Comments

- April 2021 Webinar on EAC-CPF 2.0

- June 2021 Call for Comments closed

EAC-CPF revision - target

- modernize the schema:

    - simplifying where possible,

    - aligning with EAD where useful,

    - implementing features and solutions upon users' request,

    - clearing up unused components

- revised each single element & attribute

EAC-CPF - next term

- finalize EAC-CPF 2.0

- manage feedback & users requests

- enhance documentation

EAC-CPF - finalize EAC-CPF 2.0

- until October:
  - Call for Comments feedback
  - finalize Tag Library with examples
- November
  - EAC-CPF 2.0 submission to SAA ???
- until January 2022
  - finalize Best Practice Guide
  - prepare Homepage update
  - prepare release
- January 2022
  - release EAC-CPF 2.0

EAC-CPF - manage feedback & users requests

- add & manage feedback in GitHub

- answering questions

- webinars (on request)

EAC-CPF - enhance documentation

- example files & example encoding

- Best Practice Guide: living document

EAC-CPF subteam

- fresh pair of eyes

- examples, examples, examples

- quality management for texts

- support work on documentation

- SNAC, ASpace (agent module update for ASpace 3.0)

- training leadership opportunities

Kerstin: EAD

Overview

- Maintain and support the usage of Encoded Archival Description (EAD)

- Considering and implementing requests from the community following the rolling revision cycle for minor revisions

- Communicating with the EAD user community

Overview

- Focus on EAD3 as the current version
  - Fixing bugs in schema and tag library
- Active support to EAD 2002 is now being concluded
  - Following TS-EAS' design principle 10
  - Final schema release in preparation
- Change of focus from 2021/22 onwards to a major revision of EAD

The team

- 9 team members in 2020/2021
  - Half-half from the US and Europe
    - Alex, Anna, Caitlin, Karin, Kerstin (me), Mark (co-chair liaison), Noah, Silke, and Wim
  - 2 members will be finishing their terms on TS-EAS by end of August
  - Looking for new members with fresh eyes and new perspectives

The team

- Monthly meetings
    - Third Friday each month, usually 1.5 hours, 1pm UTC
    - Next meetings:
      23 July, (no meeting in August), 17 September, 15 October, 19 November, and 17 December

Last year

- See annual report on GitHub for full details
- Minor revision of the EAD3 Tag Library
    - Corrections with regard to alignments between Tag Library and schema
    - Correction of typos and missing information
    - Enhancement of encoding examples
    - Amendments with regard to the publishing process, including the acquisition of an eISBN

Last year

- Minor revision of the EAD 2002 schema
    - Updating the RNG schema to UTF-8 encoding
    - Removing the value lists for country, language, repository, and script codes and changing the data type of the relevant attributes to NMTOKEN

Last year

- Collaboration with the Outreach team
  - Two webinars / panel sessions on EAD use cases
  - Recordings are available on SAA's YouTube channel
    - 2 June session - https://youtu.be/7gNXWg_9JoQ
    - 4 June session - https://youtu.be/sXLnIfJJTjc
  - Slides are available on GitHub
    - https://github.com/SAA-SDT/TS-EAS-subteam-notes/blob/master/outreach-communications-subteam/webinars

Last year

- Major revision of EAD

    - Approved by SAA Council in December 2020, announced in January 2021

    - Concentrating on getting an understanding of the lay of the land

        - Short survey on the use and usage of EAD

        - Panel sessions on EAD use cases

    - Review of the draft for EAC-CPF 2.0 with regard to those aspects that will require alignment changes in EAD

        - To be finalised during the team's July meeting in order to provide feedback to EAC-CPF team

Upcoming year

- Kicking off the major revision of EAD
    - Prepare an initial - and internal - draft for a future EAD 4.0 including an update to the deprecated schema as well as to the tag library to reflect the changes resulting from the alignment between EAC-CPF and EAD
    - Publish a call for comments in September/October with a running time until the end of this year
    - Continuous review of comments and feedback received as well as inclusion into GitHub to prepare official review period in 2022
    - Possibly: face-to-face meeting in spring 2022
        - Alternatively: face-to-face meeting as part of the Annual Meeting in July/August 2022

Thank you and on to new endeavours

- Thanks very much to all team members for your contributions during the last year!
    - Special thanks to our parting members, Caitlin and Noah!
    - Hope you'll continue following the developments around a new version of EAD :-)
- We definitely will need new members to help with the huge task ahead - the major revision of EAD!
    - Everyone is welcome :-)

Mark: Schema

Overview

The TS-EAS Schemas Subteam is a group of volunteers responsible for maintaining and updating the EAD3 and EAC-CPF XML schemas, as well as any other allied schemas adopted by TS-EAS.

Ongoing responsibilities of the TS-EAS Schemas Subteam include:

- Updating and revising schemas according to requests sent from allied subgroups (the EAD3 group, EAC-CPF group, etc.);
- Responding to any schema-related bug reports;
- Creating new schemas as required;
- Maintaining and revising any documentation created during the course of its work (e.g. guidelines on design patterns used in the schema-authoring process);
- Sharing documentation, code, and meeting minutes with the wider archival community.

Last year

- Released the EAC-CPF 2.0 draft schema, including a 1.x to 2.0 conversion
  - https://eac.staatsbibliothek-berlin.de/schema-revision-2021/eac-cpf-schema-2-0-draft/
- Added a simple EAS Validation process to our GitHub account
  - https://saa-sdt.github.io/eas-validator/
- Started to streamline our publication process
  - https://github.com/SAA-SDT/eac-cpf-schema/tree/development
- Created (and updated) our Design Principles for Schemas and Documentation
  - https://github.com/SAA-SDT/TS-EAS-subteam-notes/wiki/Design-Principles
- Made a final(!) update to EAD2002

Question

- Any additional feedback about the two new principles we added (7 and 10) based on EAD 2002 changes:

  7. Value lists populated from external sources will be maintained for the current version only.

  ...

  10. Only the current version is supported.

Upcoming year

- Create publication framework for new Best Practices Guide (ongoing - December)
- Adjust EAC-CPF 2.0 schema and documentation based on EAC team's direction (August - December)
- Package official release of EAC-CPF 2.0 (December)
- Create draft release of EAD using new publication process (upon EAD team's request)
- Fully automate the new publication process, using GitHub Actions (January - July)
- Document team-related processes in EAS Handbook (ongoing)
- ???

Schema team

- Current members: Kerstin, Karin, Mark (me), Alex, and Iris (+ Eric, our Standards liaison)
- **New members always welcome… join us!**
- We will schedule meetings from September 2021 - July 2022
  - Currently, we meet the second Tuesday of each month , 9 a.m. EST
- Whether you want to learn about schemas, GitHub, or the publication of technical standards like EAD in general, or whether you are already knowledgeable in some of those areas, the Schema Team has a lot of work to go around, a lot of documentation to be created, and a great team of people to work alongside.
  - If this work sounds at all interesting, let me know and I will add you our next meeting in September.

Cory: Outreach and Communications

Sub-team members and charge

https://bit.ly/ts-eas-oc

- Karin Bredenberg (liaison)
- Michele Combs (EAS Section liaison)
- Glenn Gardner
- Noah Huffman
- Cory Nimer (Co-Chair)
- Adrian Turner (Co-Chair)
- Jane LaBarbara (Collection Management Section liaison)

- Promote broader awareness of TS-EAS' activities and its work plans, across a range of key stakeholders and audiences
- Liaise with the EAS Section leadership on communications, education, and outreach plans

Last year

Streamlined distribution channels for TS-EAS information

Collaborated in development of tutorials and webinars
(available at SAA YouTube channel,
https://www.youtube.com/c/SocietyofAmericanArchivists/videos)

- Encoded archival standards update webinar
- Encoded archival standards primer
- EAC-CPF revision webinar
- EAD3 implementation panels
- How to submit a bug or feature request tutorial

Upcoming year

Additional content under development

- Records in Context update webinar
- EAD revision planning webinar
- "EAD on a Shoestring" tutorial
- Standards revision cycle overview tutorial

Questions

Are there other webinars or tutorials related to encoding standards that you would like to see?

How else can we improve communication about the work of TS-EAS?

Karin: Related Standards

Related Standards Team

- Charge is to keep track and make sure we don't miss other standards we should cooperate with
- We still need to answer the question of is this is a separate team or a task we have on the whole TS
  - Includes EAS Section and Standards Committee?
  - If yes:
    - How?
- We have the report from the previous team lead Regine aiding us forward

Karin: EAC-F

Encoded Archival Context - Functions

- EAC-F is the working name
- Based upon ISDF
- Preparatory work ready
- Team is needed to be setup (learn in EAC-CPF Team)
- Work closely connected with the work in the EAC-CPF Team

Please join one team!

Other meetings during July:
Standards Committee 13th of July, [SC info and registration](#)